

25X1

SECRET

*Since a good
report - pls
see notes.*

11 August 1988

DDH
EO (VTD)
AEO
MBO file

25X1

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

25X1

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 09 August 1988

25X1

1. Events of Major Interest That Have Occurred During the
Preceding Week:

25X1

c. On 8 August, OL relocated approximately 50 percent of the Office of Scientific and Weapons Research/DI (OSWR)- people--from the Original Headquarters Building to the New Headquarters Building. This move consisted of approximately 1,500 boxes (mostly classified material), furniture, and conservaviles. The remaining 50 percent of OSWR will be moved from 15 through 18 August. There are two additional moves of computer equipment planned for the weekends of 13 and 20 August.

25X1

25X1

SECRET

25X1 New parking permits for the second level of the parking deck have been issued to the Management, Planning and Services Staff/DI for use by OSWR personnel. []

25X1 d. On 5 and 6 August, OL moved 15 truckloads of furniture and equipment to relocate the 75 people of the OC Mercury Program Office (MPO). [] OL notes that
25X1 MPO personnel were well organized and prepared for their move, making the job easier. []

25X1 e. A quick-start memo was sent to the Ogden-Allied Corporation on 2 August to begin renovation of approximately 3,300 square feet of office space for the Counterintelligence Center/DO, with a required completion date of 29 August. The estimated cost for this renovation is \$18,946. []

25X1 f. OL reports that the roofing of the main house and guest house of the Scattergood-Thorne property is under way and scheduled for completion by 15 September. []

25X1 g. On 5 August, the Contracts Staff, Facilities Management Division/OL, issued Invitation for Bids for the Cafeteria Expansion Phases II and III. Phase II will provide a Fastfood Court with seven sales booths; space for an additional 400 seats in the existing dining hall; new refrigerators in the kitchen; a new mechanical equipment penthouse; and expanded Credit Union field accounting offices. Phase III will enclose two courtyards and provide a new serving line and space for 550 more seats. Two contracts will be issued--one for Phase II (FY-88 funds) and one for Phase III (FY-89 Funds). Both contracts will be issued to the same contractor because the work is technically interlocked. The bids are due on 1 September. []
25X1 []

25X1 i. During this week, OL representatives continued to coordinate and monitor the asbestos-ceiling tile removal and replacement at Key Building. The removal of ceiling tile from the 10th floor is 80 percent complete and work will continue in this area at night. Removal of tiles from the 9th floor is scheduled for the weekend of 13 August 1988. []
25X1 []

25X1

[REDACTED]

k. During this reporting period, OL was contacted by Mr. Jerry Boseman of the Virginia Department of Transportation (VDOT). Since the Route 123 project is complete, VDOT wants to begin making a series of traffic surveys to determine the peak hourly usage. Mr. Boseman was reminded of the written agreement between VDOT and the Agency that these traffic counts would be taken after the New Headquarters Building is fully occupied. He was informed that this would not occur until late 1989. Mr. Boseman agreed that this was correct, but VDOT may still take traffic counts in the Spring. It should be noted that OL will be conducting a traffic count at all three gates on the Headquarters Compound on 16 and 17 August. [REDACTED]

25X1

1. OL reports that on 4 August, Winston-Salem College of North Carolina picked up 121 pieces of excess furniture and furnishings [REDACTED] This was the Agency's third donation of excess materiel to Historically Black Universities. The estimated value of this materiel was \$6,000. [REDACTED]

25X1

25X1

2. Significant Events Anticipated During the Coming Week:

25X1

[REDACTED]

J/John M. Ray